

# **St Mellion Parish Council Meeting**

## **Tuesday 12th December 2017 at 7pm**

### **St Mellion Church Hall**

### **Minutes**

#### **In attendance**

Cllr Ian Waite (IW), Chair; Cllr Alan Twist, Vice Chair (AT); Cllr Steve Crook (SC); Cllr Nick Habermehl (NH); Cllr Bridie Kent (BK); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman (left at item 8.1).

Seven members of the public (four left after item 4.4).

#### **1. Councillor matters**

**1.1 To receive apologies for absences** Cllr Hugh Campbell (HC) - personal commitment.

**1.2 To receive declarations of pecuniary interests** None.

**1.3 To receive declarations of non-registrable interests** None.

**1.4 To approve written requests for dispensations** None.

#### **2. Previous Parish Council meeting (14th November 2017)**

##### **2.1 To approve the minutes**

It was proposed by IW, seconded by SC and **RESOLVED** (AT and BK abstained as absent from the meeting)

That the pre-circulated minutes were a true reflection of the Parish Council ordinary meeting and closed session held on 14.11.17.

IW signed and dated the minutes.

##### **2.2 To note matters arising from the minutes**

(i) Response from Sheryll Murray dated 24.11.17 re police cuts: Sheryll forwarded a copy of the letter already received from the Devon and Cornwall Police dated 27.6.17. Councillors agreed not to pursue any further given eight months have passed since first writing to Sheryll and there seemed little likelihood of receiving the response from central government that had been requested originally.

(ii) Cornwall Housing empty house at St Mellion Cottages: Cornwall Housing is in discussion with Cornwall Council about how this home may be best used and has chosen to not relet the property whilst they consider options. CD to refer Cornwall Housing to Cornwall Council's policy on empty homes and request an update in the New Year.

(iii) Leaves and detritus on west side pavement of A388 in village: CD reported this to Cornwall Council on 22.11.17 and it was cleared by 4.12.17 (confirmed by residents Paul Hault and Bill Sturgess).

#### **3. Questions from the public**

Paul Hault and Bill Sturgess confirm that two of three severe potholes on the A388 have been filled. Paul agreed to forward a photo of the unfilled pothole to CD to follow up with CORMAC.

#### **4. Planning matters**

##### **4.1 Section 106 measures: to receive an update on traffic calming and footway in Church Lane, light on The Glebe path and bus shelters**

Email from Cornwall Council dated 29.11.17: CORMAC is currently finalising the design which should give a clearer view on the budgetary position and funding left available. Further update on 9.1.18.

##### **4.2 Local housing needs assessment next steps: to discuss an event to encourage support for restarting the neighbourhood development plan**

The estimated cost for a 'pasty and pint' night for 25 people is c. £150 +VAT. Based on a previous lack of local interest in the NDP, IW suggested it would take more than a social evening to attract enough volunteers to resurrect the process and so a 'pasty and pint' night was not good use of public funds.

Councillors were not prepared to take on the NDP single-handed and without volunteer support.

Councillors discussed issues around not having a large enough resource pool of residents to draw from and that winter is not the optimal time to be canvassing people for the NDP.

It was proposed by IW, seconded by AT and **RESOLVED**

Not to progress with the St Mellion neighbourhood development plan at this time.

Alternative options for progressing outputs from the housing needs survey to be discussed on 9.1.18.

##### **4.3 PA17/10253 reserved matters application for PA14/07300 (199 golf homes at St Mellion International Resort): to agree a comment**

Documents had been pre-circulated and were shown on-screen. IW agreed to take representations from

residents of Woolaton hamlet who would be greatly affected by the development. Councillors discussed the following points: as per the pre-app for this application, the proposed layouts are residential in nature and there is concern that approval for this will ease the way for a subsequent application to lift the holiday occupancy condition; the detrimental impact of the Woolaton East site on Woolaton hamlet, both in terms of detriment to residents and their properties and also the historic value of the settlement; issues with access from 'Mushton Lane' via the privately-owned country lane into the Woolaton East site. There was further concern that Woolaton hamlet properties, including listed buildings, were omitted from some of the application maps. Councillors expressed concern that reserved matters were being submitted for Horsepool and Woolaton East sites without any proposals for remediating the dilapidated site at Woolaton West.

It was proposed by IW, seconded by BK and **RESOLVED** unanimously

To object to planning application PA17/10253 reserved matters application for PA14/07300 (199 golf homes at St Mellion International Resort) on the following grounds: layouts are residential in nature; plans do not take adequate account of properties and historic value of Woolaton hamlet; access issues are not addressed adequately.

CD to submit comment to Cornwall Council on 13.12.17 and include reference to the dilapidated site at Woolaton West.

#### **4.4 PA17/08798 various agricultural and change of use proposals at Crocadon Farm: to agree a comment**

Documents had been pre-circulated and were shown on-screen. IW, SC and CD met the applicant (Sean O'Neill) and his agent (Bill Knight) on site on 2.12.17. Councillors agreed that the construction of polytunnels and drainage ponds, plus change of use to agricultural, was wholly in keeping with the land being a farm. IW confirmed that the market gardening operation employs local people and this is likely to increase over time. Also, the polytunnels would not be visible from the main road.

It was proposed by IW, seconded by SC and **RESOLVED**

To support planning application PA17/08798 for construction of polytunnels, ponds, hard-standing and access tracks, plus change to B1 agricultural use for a barn and 2no. ancillary buildings at Crocadon Farm, St Mellion.

CD to submit comment to Cornwall Council on 13.12.17.

#### **4.5 Cornwall Council's CIL draft charging schedule: to note arrangements for external examination**

The hearing is scheduled for 24.1.18 at St Austell. IW and CD to attend. Councillors discussed Cornwall Council's response to the Parish Council's comment dated 20.6.17. It was agreed that this did not address any of the Parish Council's key points nor make any reference to the significant analyses that had been submitted to support the points. CD summarised efforts made to replicate the methodology used (by Cornwall Council's consultants) to produce standardised house prices for St Mellion and the difficulties for a small Parish Council in doing so. CD had produced a map of all property sales in St Mellion from 2006 to 2016 which, although not weighted or standardised according to Cornwall Council's methodology, clearly demonstrates the extent to which house prices are skewed by transactions at Dunstan Lane. A draft supplementary comment (including the map of property sales in St Mellion) had been pre-circulated and was shown on-screen.

It was proposed by IW, seconded by NH and **RESOLVED**

To submit the supplementary comment (dated 12.12.17) re Cornwall Council's CIL draft charging to the Project Officer co-ordinating the external examination.

CD to submit before the deadline of 29.12.17.

## **5. Highway matters**

### **5.1 Given names for key parish roads (Bealbury Lane; Horsepool Lane; Wollaton Lane): to receive an update**

AT confirmed he had collected signatures for eleven of the twelve properties in the proposed 'Bealbury Lane'. CD confirmed Cornwall Council would prefer to have all twelve before posting public notices. IW and CD agreed to pursue the twelfth signature. Further update on 9.1.18.

### **5.2 Diocese land matters**

#### **5.2.1 Tree cutting on pt9143: to receive an update from Savills**

The Chair deferred this item to be discussed under item 6.2.

#### **5.2.2 Licence to permit public access through the Rectory drive and Glebe field: to receive an update**

A map showing the proposed route through the Rectory drive and directly across the glebe field to the gate in The Glebe, plus a second route running further west through the field, was shown on-screen. Councillors agreed that the two routes across the glebe field are the two used at present and that the

Parish Council would be happy to maintain these (i.e. by cutting the grass). The path from Church Lane through the Rectory drive to the edge of the field follows the western boundary with Darwood and is proposed to be 3 metres wide. The Diocese would prepare the path before the licence is signed and the Parish Council would take on maintenance after this. Any new owner of the Rectory would be at liberty to erect a fence along the eastern boundary of this part of the path. Councillors agreed with the suggestions but were unsure how a 3 metre path could be laid from Church Lane to the glebe field given slopes and trees in situ. CD to arrange site meeting with Savills to discuss this. Further update on 9.1.18.

### **5.3 Give Way sign at Horsepool junction: to receive an update from CORMAC**

The Resort has given permission for a 'Give Way' sign to be installed on their land. Email from CORMAC dated 29.11.17 confirms: 'The sign is being ordered and as soon as we get it then we will programme in the work. Hopefully within the next couple of months.' Further update on 9.1.18.

### **5.4 Overgrowth at west end of BR4: to note clearance**

Photos of before and after the clearance were shown on-screen. Councillors thanked the volunteers who carried out the clearance.

### **5.5 Removal of St Mellion VAS to Hatt: to receive an update**

Cornwall Council has confirmed the cost of removing the vehicle activated signs to Hatt and then returning them to St Mellion (if required) is c. £7k. This would have to be funded by Botusfleming Parish Council. Botus is considering this and other options. Further update on 9.1.18.

## **6. Transport matters**

### **6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to receive a report on the public presentation held Monday 20th November at St Mellion International Resort**

Notes from the presentation had been pre-circulated and were shown on-screen along with an article in the Saltash Observer (December 2017 edition). Over 60 people attended including Cornwall Councillors, Town and Parish Councillors, and representatives from land owners who may be affected by the proposal. There was overwhelming support for the scheme although also concern at the route going through St Mellion village and there being four crossing points on the A388 (from one side of the highway to the other). Cornwall Council and CORMAC took away the points raised and will amend the draft route accordingly. Funding will be a key challenge although having a proposal and completed feasibility study is a major advantage in bidding for grants. Further update on 9.1.18.

### **6.2 Northbound bus shelter in village: to discuss potential siting on pt9143**

Savills confirms that the Diocese is willing to discuss sale of pt9143 although at a valuation of £200<sup>1</sup> the agreed usage would have to be extremely narrow (e.g. for a bus shelter only). Any wider use (e.g. for community or social purposes) would enhance the value and have to be reflected in the price. The Diocese may request restrictive covenants and/or uplift clauses (e.g. for 50-80 years) in the terms of sale. They also would require the Parish Council to meet legal fees and the cost of a Charities Act Report. The Parish Council should check with Cornwall Council (Planning and Highways) whether pt9143 is suitable for a bus stop and shelter. The matter was discussed further under item 7.6.3.

## **7. Parish Council finances**

### **7.1 To note arrangements for PAT testing Parish Council IT equipment**

IW will take the PC and projector to Cornwall PAT Testing on 13.12.17. Further update on 9.1.18

### **7.2 To approve monthly payment schedules for December 2017**

The payment schedules for December 2017 totalling **£2,174.48** for the revenue account and **£0** (zero) for the capital account had been pre-circulated and were shown on-screen. HC had checked the payment schedules and invoices prior to the meeting. IW, AT and SC had approved payroll before being run. Councillors had no further queries.

It was proposed by IW, seconded by NH and **RESOLVED**

To approve the payment schedules dated 12.12.17 for £2,174.48 from the revenue bank account and £0 (zero) from the capital bank account.

IW signed/dated the payment schedules and cheques were signed at the end of the meeting.

### **7.3 To note changes to bank mandate**

Lloyds confirms that ex-Councillor Al Cookson has been removed from the bank mandate. Forms for adding NH to the mandate to be signed on 9.1.18.

### **7.4 To approve transparency grant application for ye 31.3.18**

The application form had been pre-circulated and was shown on-screen. This is a central government grant to cover the costs of hosting a website and is administrated by NALC/CALC. The proposed application for ye 31.3.18 is £350.76 (ex VAT) to cover £224.52 website costs and an associated

---

<sup>1</sup> Confirmed by Kivells - see item 6.2 in minutes to Parish Council meeting on 14.11.17.

£126.24 in staff time. Councillors had no further queries.

It was proposed by IW, seconded by BK and **RESOLVED**

To approve the application for a transparency grant for ye 31.3.18 for £350.76.

CD to submit to CALC on 13.12.17. Further update on 9.1.18.

#### **7.5 To review draft budget for precept for ye 31.3.19**

The draft document had been pre-circulated and was shown on-screen. CD summarised the content and showed how an unchanged precept of £10k pa would produce a Band D annual charge of £46.04 (90p less than current year). It was noted that the average Band D annual precept for England and Wales in current year is £61.03. Councillors requested the following amendments: add £600 for glebe path licence and maintenance; increase insurance premium to cover glebe path licence; add £1,500 for a GDPR data officer. CD to check whether church hall hire fees will increase for ye 2019. IW to look into firmer costs for maintaining the glebe path. CD to amend budget and adjust the precept accordingly. Councillors to review with a view to approval on 9.1.18 and subsequent confirmation to Cornwall Council on 10.1.18.

#### **7.6 To review funds available to the Parish Council and discuss potential uses**

##### **7.6.1 To review updated summary**

Summary dated 31.8.17 had been pre-circulated and was shown on-screen.

##### **7.6.2 Community defibrillator: to receive an update on installation matters and agree next steps**

The planned meeting with Duchy Defibrillators and FLEET planned for 30.11.17 did not go ahead. Given difficulties experienced in progressing the item over the previous 12 months, IW had asked CD to look into alternative options for sourcing AEDs. SWAST suggests going direct to two suppliers: Cardiac Science and Physio Control (aka Stryker). Product details and (highly discounted) quotes from both were shown on-screen. BK agreed to get quotes for constructing and installing bespoke insulated cabinets. Further update and discussion re next steps on 9.1.18.

##### **7.6.3 Acquisition of pt9143: to discuss feasibility and potential next steps**

Following on from item 6.2, Councillors agreed the following potential uses for pt9143: bus stop and shelter; 'welcome to St Mellion' area (sign, flowers, seat); possible widening of pavement. CD to pursue bus stop/shelter siting with Cornwall Council (Planning, Highways and Passenger Transport Unit) and check insurance implications of land ownership. Further update on 9.1.18.

##### **7.6.4 Other suggestions arising**

None were suggested.

### **8. Parish Council governance**

#### **8.1 To receive an update on forthcoming GDPR training**

Scheduled for 25.1.18 and 1.2.18 at Callington Town Hall. CD to attend. Further training is being arranged by CALC which a Councillor may wish to attend.

#### **8.2 To note progress with governance requirements for new Parish Councillor**

NH has forwarded his Register of Interests to Cornwall Council and this is now on their website. NH's workplace Criminal Record Check details were noted by CD with nothing to disclose. IW's Criminal Record Check has been renewed and a status update confirmed nothing to disclose.

#### **8.3 To note options for taking office space for the Parish Clerk**

No further news at this time. CD continues to look for space in the Saltash area.

### **9. Premises licensing: to receive an update on recent applications**

SC confirmed no applications in the last month for St Mellion.

#### **10a. Local Government Boundary Commission consultation on division boundaries for Cornwall: to agree whether to submit a comment**

Steve Foster, Cornwall Council Community Link Officer, confirms the CNP has discussed the electoral review at its meetings with detailed boundary discussions taking place in special meetings set up for this purpose. Cornwall Council first held a series of meetings with its Members to inform a response to the Boundary Commission's consultation, and now is holding a series of public meetings for T&PCs/the public to input. St Mellion Parish Council hasn't attended these meetings but there is still opportunity to submit a comment directly to LGBCE. Councillors agreed not to submit a comment.

#### **10b. Cornwall Council's draft budget for 2018/19 to 2021/22: to agree a comment**

Responses from two Councillors had been pre-circulated and were shown on-screen. Councillors agreed to submit comments as individuals rather than as a Parish Council.

#### **10c. Cornwall Statement of Community Involvement for Planning: to agree whether to submit a comment**

Details had been pre-circulated and were shown on-screen. Councillors agreed not to submit a comment to the consultation.

## 11. General correspondence

Cornwall Council's survey on proposed changes to kerbside waste collection and recycling: the Parish Council input to the related review via CALC on 18.9.17. Councillors agreed to respond to the subsequent survey as individuals rather than as a Parish Council.

## 12. Items for next Parish Council meeting agenda

Budget for precept for ye 2019; Parish Council asset check.

It was proposed by IW, seconded by NH and **RESOLVED**

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting for the business specified: to discuss personnel matters.

The public session of the meeting closed at 2200.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 12th December 2017.

**Signed**

**Name** Ian Waite

**Position** Chair of St Mellion Parish Council

**Date** 9th January 2018

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 12th December 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for November 2017	£467.34	000071	
Angela Greenhough	2.12.17	2100	Payroll services for November 2017 salary/pension/reimbursements	£10.14	000072	
Cornwall Council	24.11.17	97163453	Contested election recharge 4.5.17	£1,609.13	000073	
Complete Business Solutions UK Ltd	23.11.17	SI595116	Stationery and printer ink	£8.80	000074	
Cornwall Council	29.11.17	98242921	Legal fees for October 2017 (relating to glebe field path licence)	£34.20	000075	
NEST	10.12.17	n/a	Employer + employee contribution to Clerk's pension November 2017	£38.59	DD	n/a
EE Mobile	18.12.17	n/a	Mobile phone air time	£6.28	DD	n/a
<b>Total</b>				<b>£2,174.48</b>		
Payment Approval						
<b>Name</b>			<b>Signature</b>			
<b>Position</b>			<b>Date</b>			
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 12th December 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
<b>Total</b>				<b>£0.00</b>		
Payment Approval						
<b>Name</b>			<b>Signature</b>			
<b>Position</b>			<b>Date</b>			